

# Lynchburg Parking Authority

## Minutes

City Manager's Office  
900 Church Street  
Lynchburg, VA 24504

Tuesday, January 9, 2007  
5:00 p.m.

### Members Present

Michael Gillette, Vice Chairman  
Bert Dodson  
Tom Gerdy  
Linda Jones  
Terri Proffitt

### Members Absent

Dennis Howard, Chair  
Kelvin Moore

### Staff Present

Kimball Payne  
Charlene Montford  
Nicole Gilkeson  
Lee Newland

#### **1. Call to Order**

Dr. Gillette called the meeting to order.

#### **2. Approval of Minutes**

The Authority approved the minutes as distributed with no amendments.

#### **3. Staff Report**

Ms. Gilkeson stated that she had sent a list of minor changes to the proposed scope required for the Procurement Division to draft the contract for signatures. Once received, the Procurement Division will prepare the final contract for Mr. Payne's signature. Members of the Parking Authority asked about the timeframe in which the parking survey would occur. Ms. Gilkeson stated that exact dates would be set when the contract is signed.

#### **4. Review Parking Authority Workplan**

Ms. Gilkeson stated that an update to the Workplan including minor editorial changes and progress during the 2006 calendar year had been distributed for review.

Dr. Gillette stated that the Workplan as distributed could suggest that the Parking Authority does not envision progressing beyond the parking study for the next calendar year. Ms. Jones stated that she felt there were points made in the progress statements of the Workplan that pointed to actions that could take place over the next year. The Parking Authority agreed that it would be helpful to include more background on the parking consultant under the progress statement in Goal 1.

Dr. Gillette asked if anything else should be included in the Workplan. Ms. Proffitt asked if the Parking Authority should be concerned with the quality of parking and parking structures; currently the Workplan only includes goals and objectives relating to efficiency. Dr. Gillette suggested changing Goal 2, Objective 1 to read:

Maximize the efficiency [*and quality*] of on-street parking;

Dr. Gillette also suggested changing Goal 3, Objective 1 to read:

Maximize the efficiency [*and quality*] of existing parking structures.

The parking authority discussed the question raised by staff regarding the wording of Goal 4, Objective 1. No changes were made.

Ms. Jones made a motion to accept the Workplan as presented by staff and amended with the above insertions. Ms. Proffitt seconded the motion; all were in favor. The motion passed 5-0.

## **5. Discussion of Feedback from Stakeholders**

Mr. Payne recommended that the Authority hear from himself and Ms. Proffitt about the feedback they receive from downtown stakeholders about parking. As downtown is being redeveloped, the pressure to find adequate, close parking for the employees working downtown is increasing. Mr. Payne and Ms. Proffitt both stated they are frequently contacted by businesses that want to move downtown but are worried about adequate parking for their employees. The Parking Authority agreed that there were three steps that could be taken to address these concerns before considering the construction of a City-owned parking deck. The first is to improve efficiency of downtown off-street parking through the use of parking technologies, allowing parking managers to rent to more tenants per lot or deck. The second would be to improve on-street enforcement to ensure that people who want to come downtown have a place to park and so that downtown employees do not park in two hour spaces all day. The third issue is considering the use of the lot at 300 Clay Street paired with trolley service to shuttle downtown employees to and from work each day. This option would become a viable alternative when downtown parking rates increase to a point where people need a low-cost alternative to parking downtown. The Parking Authority discussed several locations where the highest need for parking was occurring and mentioned some spots where on-street parking appeared to be in use all day.

## **6. Next Steps**

Once the contract has been signed, Ms. Gilkeson will work with Carl Walker to set dates for the stakeholder meetings and parking survey. Ms. Proffitt asked if the Parking Authority should have any money set aside to begin implementing the recommendations of the parking study. The Parking Authority members agreed that it would be helpful to have funds available to begin implementing the necessary improvements to the Main Street deck as well as purchase handheld units for on-street enforcements. Ms. Proffitt

made a motion to ask the City Manager to find resources approximating \$250,000 to automate the Main Street Parking Deck and improve on-street parking enforcement. Ms. Jones seconded the motion. All were in favor. The motion passed 5-0.

The meeting was adjourned with no further business. The February meeting will be cancelled so that the Parking Authority can participate in the stakeholder meetings during the parking study.

## **7. Adjourn**